

## Community and Public Service Program Getting Started:

### 1: Choose Your Course:

All RSSW courses are open to all undergraduate students. RSSW 390 has a prerequisite of either RSSW 291 or RSSW 290.

#### **EACH COURSE CAN BE TAKEN ONCE**

All courses require a Commitment Agreement quiz, a Learning Contract, a Student Experience Survey, a Log of Hours and a Supervisor Evaluation (explained in detail on the "Assignment" page on Blackboard).

In addition:

#### **RSSW 190**

1 credit – 35 hours of community service with three reflective assignments on Blackboard. S/U graded

#### **RSSW291**

2 credits - 60 hours of community service, three reflective activities on Blackboard. S/U graded

#### **RSSW290**

3 credits – 100 hours of community service, 6 reflective assignments on Blackboard. S/U graded

#### **RSSW390**

3 credits – **Students must first complete RSSW 290 OR RSSW 291**  
100 hours of community service and reflective activities based on scholarly reading as well as a final leadership project. It requires a class permission number to register. A-E graded.

**All CPSP RSSW courses require the completion of ALL COURSE ASSIGNMENTS in order to receive a passing grade.**

### 2: Choose Your Organization:

Select an organization to contact from one of the directories on our web site

#### **Or**

Meet with CPSP staff to discuss prospective opportunities. The contact information for each organization can be found within these directories.

We can also assist you in developing a service experience in your home community.

**Organizations must be non-profit or public** and registered as a partner with the CPSP before a student can receive a permission number. Organizations can register with CPSP by completing a New Organization Application. [http://www.albany.edu/cpsp/forms\\_and\\_documents.php](http://www.albany.edu/cpsp/forms_and_documents.php)

### 3: Complete the Registration

#### **Process:**

- Contact the organization to set up a meeting.
- Have your supervisor complete and sign the **Permission Form** on the right.
- Complete the **Student Information Form** including *The Statement of Integrity*, on pg. 2 of this packet.
- Return completed forms to our office in SS112 to be issued a permission number.
- Add the class on MyUALbany.

#### **NOTES: (CPSP Use Only)**


## SUPERVISOR PERMISSION FORM

### COURSE:

\_\_\_\_\_ RSSW 190 – 35 hours

\_\_\_\_\_ RSSW 291 – 60 hours

\_\_\_\_\_ RSSW 290 – 100 hours

\_\_\_\_\_ RSSW 390 – 100 hours

### SEMESTER:

\_\_\_\_\_ Fall 201\_\_\_\_\_

\_\_\_\_\_ Spring 201\_\_\_\_\_

\_\_\_\_\_ Summer 201\_\_\_\_\_

**Organization:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

*has permission to serve at our organization for the semester and number of hours indicated above. I understand at the end of the semester I, as the supervisor, will need to sign-off on the Log of Hours and complete a Supervisor Evaluation both due the last week of classes. (Dates vary by course)*

Supervisor's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

Supervisor phone number: \_\_\_\_\_

**\*ATTENTION Nonprofit and Public Organizations\*** If you are not yet registered as a CPSP partner and would like to be, please go to our website <http://www.albany.edu/cpsp/> and submit a New Organization Application. If you are a partner organization, please periodically check our Alphabetical Organization List and make sure the contact information is correct and up to date. If it is not, please contact us to update it.